C. G. F. 7]

WDi 605/54

COORG GOVERNMENT SECRETARIAT

WDi. 6

File No. ....

COC

Serial No. .....

195 .

1607 5-

B Collection

Month and Year o Record 195

SUBJECT

Labour – Training in Social Work (Calcutta Uni
for Govt. Officers.

Previous References	Later References
WDi. 3599/50.	

WD 1640—GBPM—10,000—27-1-54

C. G. F. 5]

OFFICE NOTE SHEET.

D. No. 5786

Subject: —

File No. W.Wis. 605/54 ~~195~~ . col(2)

Short-term Social Work Course at the All India Institute of Social Welfare and Business Management — Procedure for selection of candidates.

P.L.C. Letter No. LWI-62(1)/55, dated 7.8.55 of the Ministry of Labour, Govt. of India

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The P.L.C. may kindly be perused.

1 The Govt. of India state that every six months the Ministry of Labour calls for recommendations from State (Govt. officers) Govts. in regard to the candidates to be sent up for training ~~of the~~ in Social Work at the All India Institute of Social Welfare and Business Management (Calcutta University) and that information regarding the candidates actually selected is conveyed to State Govts. in time.

2 In this connection they bring to the notice of all State Govts. that recently an instance has occurred where a State Govt. authorised an officer recommended by them to proceed to the Institute at Calcutta without waiting for the selection to be made by the Ministry of Labour. The Govt. of India desire

desire that such instances should not recur as they place the Ministry of Labour as well as the University authorities in an embarassing position.

They also request that in future 3
the recommendations of the State Govt. be sent promptly by the dates specified by the Ministry of Labour, so that the selection of candidates by the Ministry ~~of Labour~~ may not be held up.

No candidate was recommended 4
to the Ministry of Labour by this Govt. during the past one year.

The receipt of the ~~letter~~ may 5 P.L.C
~~perhaps~~ be acknowledged as requested by the Ministry of Labour. A copy of the letter may perhaps, be communicated to the Commr. of Labour for information and guidance.

For orders.

(Illegible)

7/9/55.

For pursal 6
will be noted.

18.9.55 17/9/55

C-17

OFFICE NOTE

Sub: Short Term Social Work Course for Government officers at Calcutta University.

Letter No. LWI-62(25)55, dated the 19th Sept., '55, of the Govt. of India, Ministry of Labour.
Endt. no. 1440-Lw, dated 22-10-55 from the Labour Commr, Coorg.

7 The PUC may kindly be perused. The Govt. of India state that the next short-term (6-month) course of training in social work agranged at the Calcutta University by the Ministry of Labour, to train Govt. Labour Officers, ~~wh~~ will commence in January, '55. They request that if the State Govt. desire to depute any of its officers to undergo this training, the particulars may be furnished in the proforma attached, before 31-10- '55.

X 8 The enclosure to the PUC contains a memo. showing the general conditions governing the deputation of officers for this training. Para 5 of this Memo. shows that the deputation of an officer will cost the Govt. Rs.1865/- besides the pay and allowances due to the officer during the period of training and of the substitute, if any, appointed in his place. A diploma will be awarded by the Calcutta University to the candidates who pass the examination at the end of the course. The Govt. of India request that young officers who possess a high standard of education should ordinarily be selected for this training. The Ministr of Labour will finally select 15 Govt. officers for admission to the course.

3 9 The Commr. of Labour, Coorg, recommends that Shri P.G.Muthappa, B.A.,B.T., who now holds the post of Labour Welfare Officer, may be deputed for this Training from June to December, '56. As the L.W.O. will have to do much of his touring work during the first half of the year the suggestion to depute him for the course commencing in June, '56, appears to have been made. If he is to be deputed for the June-December, '56 course, it is not necessary to send the application to the Govt. of India now. It may be sent when the Govt. of India call for

the Govt. consider it necessary to depute the L.W.O. for this training the particulars in respect of his qualifications, etc., to be sent in the proforma sent by the Govt. of India may be obtained from the Commr. of Labour.

No officer has so far been deputed by this Govt. to undergo this training. #10

For orders.

(Sd) [illegible]

31/10/55

HSV
31.10.55

Cl. Sec

Sri PG Muthappa may usefully take this course by deputing him in January 1956 while suitably dislocate his work. He may perhaps be deputed for the course commencing during the middle of the year - sometime in June or July next. #11

hl 31/10/55

M.L.O

In view of the impending political changes, it is not necessary to depute Mr Muthappa for the course during June-December. Moreover this will be extensive welfare work of S.C. S.T. and B.C. and this officer cannot afford to be away for six months. #12

9.11.55 3/11 2/11/55

hl 2/11/55

Letter No. LWI (II)-54-(1)58, dated 29-2-58,
of the Ministry of Labour, Govt. of India

13 The Ministry of Labour has requested State Govts. to nominate Labour officers, if any, for the next short-term course of training in Social Work at the Calcutta University, commencing in June, 1956.

14. The question of deputing Sri P.G. Muthappa, the L.W.O., Coorg, for this training was considered when applications were called for last time (in Sept, 53)

15 Please see the M.L.O.'s minutes at para 12 of these notes in this connection.

16. The Ministry of Labour may be informed that this Govt. do not propose to nominate any officer for the next course of training. Draft submitted.

(from para 13).

3/3/58.

4.3.58

17 Remarks of the Deputy Commr. will be obtained as to whether he can spare L.W.O. for training. The course commences early in June, 1956.

7/3/58.

M.L.O.

C.M.

The observations made at 18
para. 12 will continue to
apply ~~even~~ even at present.
It is not possible to depute
him for training

Kun
9/3

9.3.56

Hmt
9/3

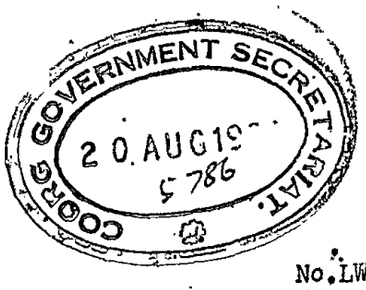
Draft already put up may now please be approved. 19

Issue
Hmt
13/3

12/3/56.

VKV
13.3.56

Issued A10- 23502/16.3.'56. Asst Secy



Government of India
Ministry of Labour

No.LWI-62(1)/55 Dated New Delhi, the 17 AUG 1955

From

Shri A.P.Veera Raghavan, M.A.,
Under Secretary to the Government of India.

To

All the State Governments.

Subject:- Short Term Social Work Course at the All India Institute of Social Welfare and Business Management, Calcutta University for ~~Government~~ Officers.

...

Sir,

As the State Governments are aware this Ministry invites recommendations every six months for training in the Short Term Social Work Course at the all-India Institute of Social Welfare and Business Management, Calcutta. These recommendations are called for sufficiently in advance of the commencement of each course and a date is fixed for the receipt of replies. At the appropriate time, the recommendations made by the State Governments, etc. are examined and a selection is made in regard to the candidates to be sent up each time for training. It generally happens, in view of the large number of recommendations received that certain candidates do not get selected. Information regarding the candidates selected is conveyed to the State Governments in time.

2. An instance has occurred this time, where one of the State Governments authorised an Officer recommended by them to proceed to Calcutta without waiting for the selection to be made by this Ministry. This placed the Ministry of Labour and the University authorities in a very embarrassing situation. This is being brought to the notice of all State Governments, so that such instances may not reoccur.

It will enable this Ministry to make final selections and to give intimation thereof to the State Governments well in advance of the commencement of each Course, if recommendations are promptly sent by the dates specified by this Ministry in each circular. Unfortunately, experience shows that recommendations in

.....2

some cases are received much later than the dates specified, with the result that the entire selection gets held up. It is requested that this aspect may also be kept in mind.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

(A.P.Veera Raghavan)
Under Secretary.

Copy forwarded for information to:-

1. All Ministries of the Government of India.
2. All Attached and Subordinate Offices of the Ministry of Labour.
3. All Sections (excluding C.R., Cash and Library.)

(A.P.Veera Raghavan)
Under Secretary.

D.A.Nil.
'Kapuria'3/8

GOVERNMENT SECRETARIAT
22 SEP 1955

Immediate.

GOVERNMENT OF INDIA
MINISTRY OF LABOUR

No. LWI-62(25)/55-I Dated New Delhi, the 19 September, 1955.

From

Shri P.N. Sharma,
Under Secretary to the Government of India.

To

All the State Governments.

Subject :- Short Term Social Work Course for Government Officers at Calcutta University.

Sir,

I am directed to invite a reference to the letter from this Ministry No. LWI-62(1)/55-I, dated the 25th February 1955, and to say that the next session of the Short Term Social Work Course of the Calcutta University, which has been arranged by the Ministry of Labour to train Government Labour Officers, is due to commence early in January 1956. It is, therefore, requested that particulars of Labour Officers/or other officers performing allied duties, whom the State Government desire to depute for training in the above course may kindly be furnished to the Government of India in the attached form so as to reach them by the 31st October 1955 at the latest. If no reply is received by this date, the Government of India will assume that the State Government have no officer to nominate for training.

2. A copy of the Government of India in the late Department of Labour Memorandum dated the 28th November 1945 detailing general conditions governing the deputation of officers for training is enclosed.

Yours faithfully,

(P.N. Sharma)
Under Secretary to the Government of India.

Copy of the Memorandum No. nil dated the 28th November 1945 from the Government of India, Ministry of Labour, New Delhi.

Department

Short Term Intensive Social Work Course of the Calcutta University for Government Labour Welfare Officers.

Description and scope. - The course has been arranged by the Calcutta University at the instance of the Central Government for the benefit of Labour Welfare Officers in the employment of the Central and Provincial Governments and Indian States. It is conducted in conjunction with the regular long-term social work course of the University. The duration of the short term course is about six months and two such courses are held every year, one commencing in June and the other in January.

2. Selection.- Normally 15 Government Officers are admitted to each course. Admission is made on the recommendation of the Government officers in the Department of Labour who make a selection from the nominations received from employing Departments of the Government of India, Provincial Governments and Indian States.

3. Qualifications.- Nominations should ordinarily be restricted to young officers possessing a high standard of education. Preference should be given to graduates in social sciences, as they will have the necessary background for assimilating the training at the course.

4. Practical training.- Officers from outside Calcutta should be "attached" to some suitable undertakings at Calcutta for purposes of practical training during the course.

5. Financial Arrangements.- The following items of expenditure will be met by Governments:-

(a) tuition fee (Rs. 300 per head)
(b) examination fee (Rs. 60 per head)
(c) registration fee (Rs. 5 per head)
(d) travelling allowance as on transfer to and from Calcutta
(e) Lump sum grant to the University - Rs. 1500/- per course.

The expenditure in respect of officers of Provincial Governments and Indian States will be met in the first instance by the Central Government, but will be recovered from the Provincial Government or State as the case may be.

6. Pay etc. of officers selected.- The Central Government officers will be entitled to full pay (excluding special pay and allowances), for the period of their training, except those who were warned, at the time of their appointment, that they would be liable to be deputed for training in Social Work Course and that during that period they would be entitled to only 2/3 of their pay (excluding special pay and allowances). All the officers deputed will be entitled to compensatory and house rent allowances on the scale admissible to Central Government servants of similar status in the Calcutta area.

7. Examination.- At the end of each course a Diploma Examination in Social Work is held by the University. A period of 3 weeks is allowed after the conclusion of the regular lectures for the officers to prepare for the examination. If for any reason any officer fails to appear at or having appeared fails to pass, the examination immediately succeeding the completion of the course, he will be eligible for appearing, without further studies, at any of the two succeeding examinations on payment of the prescribed fee (Rs. 60) Government will not bear any portion of the expenses in such cases.

8. Miscellaneous.- Details and the syllabus of the course can be had from the Prospectus of the Long Term Social Work Course issued by the Appointments and Information Board, University of Calcutta.

PARTICULARS OF THE LABOUR WELFARE OFFICER RECOMMENDED FOR TRAINING IN THE SHORT TERM INTENSIVE SOCIAL WORK COURSE TO THE CALCUTTA UNIVERSITY CONDUCTED FOR GOVERNMENT LABOUR OFFICERS

--

(to be submitted to the Ministry of Labour, Government of India so as to reach there by the

1. Authority recommending the candidate ..... Govt. of India

2. Name of the candidate ..... I. G. Hirlekar

3. Date of birth .....

4. Educational Qualification (Commencing with the Matriculation or equivalent Examination)

Examination of Degree	Class or Division	Subject taken	Date of passing

5. Details of the Present appointment

(i) Name of the Establishment .....

(ii) Name of the post held ..... Labour Welfare Officer

(iii) Brief particulars of Duties .....

(iv) Date from which present appointment is held .....

(v) Pay and Scale .....

(vi) Whether the present appointment is held permanently or temporarily? .....
If held temporarily, please state

(a) permanent post, if any of the candidate .....

(b) date upto which the post has been sanctioned .....

(c) period (with dates) for which the candidate has been appointed to the post.....

6. Remarks
Head of the Establishment in which the candidate is employed

Signature .....

Designation .....

Station & Date .....

'NS' 13/8

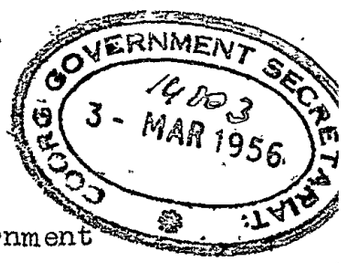
Immediate

Government of India
Ministry of Labour

No.LWI-(II)-54(1)56 Dated New Delhi, the 29 FEB 1956

From

Shri F.M.Nathaniel,
Under Secretary to the Government of India.



To

All the State Governments.

Subject:- Short Term Social Work Course for Government Officers at Calcutta University.

....

Sir,

I am directed to say that the next session of the Short Term Social Work Course of the Calcutta University, which has been arranged by the Ministry of Labour to train Government Labour Officers, is due to commence sometime in June, 1956. It is, therefore, requested that particulars of Labour Officers/or other officers performing allied duties, whom the State Government desire to depute for training in the above course may kindly be furnished to the Government of India in the attached form so as to reach them by the 30th April, 1956 at the latest. If no reply is received by this date, the Government of India will assume that the State Government have no officer to nominate for the training.

2. A copy of the Government of India in the late Department of Labour Memorandum dated the 28th November, 1945 detailing general conditions governing the deputation of officers for training is enclosed.

3. It is anticipated that with the progressive industrial development in the States as a result of the implementation of the various industrial schemes and projects recommended in the second Five Year Plans, the need for officers trained in Social Work Course will increase. It is, however, not possible to accommodate more than 15 officers in each course. In order to enable the Ministry of Labour to select the most suitable officers for the training, it is requested that the recommendations may please be sent before the date specified in para 1 above.

Yours faithfully,

(F.M.Nathaniel)
Under Secretary.

D.A.Referred to.

Copy of the Memorandum No.nil dated the 28th November 1945 from the Government of India, Department of Labour, New Delhi.

Sort Term Intensive Social Work Course of the Calcutta University for Government Labour Welfare Officers.

Description and scope. - The course has been arranged by the Calcutta University at the instance of the Central Government for the benefit of Labour Welfare Officers in the employment of the Central and Provincial Governments and Indian States. It is conducted in conjunction with the regular long-term social work course of the University. The duration of the short term course is about six months and two such courses are held every year, one commencing in June and the other in January.

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3. Qualifications.- Nominations should ordinarily be restricted to young officers possessing a high standard of education. Preference should be given to graduates in social sciences, as they will have the necessary background for assimilating the training at the course.

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(a) tuition fee(Rs.300 per head)
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(c) registration fee(Rs.5 per head)
(d) travelling allowance as on transfer to and from Calcutta
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7. Examination:- At the end of each course a Diploma Examination in Social Work is held by the University. A period of 3 weeks is allowed after the conclusion of the regular lectures for the officers to prepare for the examination. If for any reason any officer fails to appear at or having appeared fails to pass, the examination immediately succeeding the completion of the course, he will be eligible for appearing, without further studies, at any of the two succeeding examinations on payment of the prescribed fee(Rs.60) Government will not bear any portion of the expenses in such cases.

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PARTICULARS OF THE LABOUR WELFARE OFFICER RECOMMENDED FOR TRAINING IN THE SHORT TERM INTENSIVE SOCIAL WORK COURSE TO THE CALCUTTA UNIVERSITY CONDUCTED FOR GOVERNMENT LABOUR OFFICERS

...

(To be submitted to the Ministry of Labour, Government of India so as to reach them by the 30th April, 1956)

1. Authority recommending the candidate.....

2. Name of the candidate of.....

3. Date of birth.....

4. Educational Qualification(Commencing with the Matriculation or equivalent Examination)

Examination of Degree	Class or Division	Subject taken	Date of passing

5. Details of the Present appointment

(i) Name of the Establishment.....

(ii) Name of the post held.....

(iii) Brief particulars of Duties.....

(iv) Date from which present appointment is held.....

(v) Pay and Scale.....

(vi) Whether the present appointment is held permanently or temporarily? .....
If held temporarily, please state

(a) permanent post, if any of the candidate .....

(b) date upto which the post has been sanctioned.....

(c) period(with dates) for which the candidate has been appointed to the post.....

6. Remarks

Head of the Establishment in which the candidate is employed

Signature.....
Designation.....
Station & Date.....

'Kapuria'28/2

DESPATCHED

No- A10-23502 16th March, '56

D.Dis. 605/54

To
The Secy. to the
Govt. of India,
Ministry of Labour,
New Delhi

Subj:- Short-term Social Work course for Govt. officers at Calcutta University - June-Dec; 1956

Sir,

I am directed to refer to your letter No. LWI (II)-54(1)56, dated the 29th Feb; '56, on the above subject and to say that this Govt. do not propose to depute any officer for the above training.

Yours faithfully,

Asstt 13/3
for Ch. Secy.

4.3.56 3/3/56.

3.3.56